## SC DEPARTMENT OF CORRECTIONS -JOB POSTING NOTICE (EOE)-

OPENING DATE: 10/20/15 CLOSING DATE: 10/29/15 (4:30 PM)

SCDC INTERNAL TITLE: CANTEEN MGR IV SCDC POSITION #: 018093

HOURS/WEEKLY: 037.50 SHIFT SCHEDULE: 02 WORK TIME: 0800 AM - 0400 PM

LOCATION: TURBEVILLE CORRECTIONAL INSTITUTION, TURBEVILLE (CLARENDON) LEVEL 2

STATE JOB TITLE: ADMINISTRATIVE COORD I STATE JOB CLASS: AH10

BAND: 05 SALARY RANGE \$ 031805 - \$ 058848 SPECIAL INCENTIVE: NO

LEVEL: C SALARY RANGE \$ 034405 - \$ 054446 SCEIS POSITION #: 61022512

STATE OF SC MINIMUM TRAINING AND EXPERIENCE REQUIREMENTS:
A HIGH SCHOOL DIPLOMA AND RELEVANT EXPERIENCE IN BUSINESS
MANAGEMENT, PUBLIC ADMINISTRATION, OR ADMINISTRATIVE
SERVICES OR A BACHELOR'S DEGREE MAY BE SUBSTITUTED FOR
THE REQUIRED WORK EXPERIENCE.

## AGENCY PREFERRED QUALIFICATIONS:

SIX YEARS RETAIL EXPERIENCE (PREFERABLY GROCERY RETAIL) WITH MINIMUM OF TWO YEARS AS A MANAGER OR ASSISTANT MANAGER. REQUIRES EXPERIENCE IN ACCOUNTING, MERCHANDISING, INVENTORYING, LOSS PREVENTION, ORDERING AND PERSONAL COMPUTERS.

## DESCRIPTION OF DUTIES:

INTERVIEWS, HIRES, AND TERMINATES ALL INMATE CANTEEN EMPLOYEES.

SUPERVISION OF ALL CANTEEN PERSONNEL, CIVILIAN AND INMATE.SUPERVISES
SALES TRANSACTIONS THROUGH THE AUTOMATED INVENTORY SYSTEM (AIS)
AND ENSURES ALL ADJUSTMENTS TO THE INVENTORY INTO AIS AND SCEIS.

MAINTAINS PROCEDURE TO ENSURE PROPER REQUISITIONING, RECEIPT AND
STORAGE OF ALL CANTEEN ITEMS. ENSURES THAT POLICY AND SECURITY
PROCEDURES ARE FOLLOWED TO PREVENT LOSS OF CANTEEN SALES, MERCHANDISE
AND EQUIPMENT. FOLLOWS ESTABLISHED PROCEDURES TO ENSURE ROTATION OF
STOCK AND MAINTAIN PROPER INVENTORY LEVELS. SUPERVISES THE SANITATION
OF EQUIPMENT AND MERCHANDISE TO ENSURE ACA STANDARDS ARE MAINTAINED.
SUPERVISES THE DAILY REPORTING OF SALES AND RECEIPTS AND ENSURING
THAT THEY ARE ACCURATE.

## COMMENTS:

MUST ATTEND SCDC BASIC TRAINING